



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Division of Baguio City
#82 Military Cut-off, Baguio City
Tel. No.: (074) 442-7819



DepEd
JUN 21 2018
RELEASED
June 19, 2018

DIVISION MEMORANDUM

No. 226 s. 2018

Implementation of the Flexible Working Hours for the Non-Teaching Personnel

To: All Non – Teaching Personnel (National Paid)

1. Pursuant to DepEd Order no. 23. s. 2018, the Division of Baguio City shall adopt the flexible working hours for non-teaching personnel.
2. Flexible working hours starts from **7:00 a.m. to 9:30 a.m.** and ends from **4:00 p.m. to 6:30 p.m.**
3. An employee reporting for work at anytime between 7:00 a.m. to 9:30 a.m., must complete the required eight (8) hours of work per day. An employee who reports after 9:30 a.m. shall be considered tardy. An employee shall be considered undertime if he/she arrives between 7:00 a.m. to 9:30 a.m. but fails to complete 8 hours of work. Existing Civil Service policies on tardiness and undertime shall apply.
4. Despite the adoption of flexible working hours, heads of offices and school heads shall ensure the continuous delivery of service in their respective offices during the core working hours of 8:00 a.m. to 5:00 p.m.
5. Attendance of employees in the flag raising ceremony every Monday is strictly enjoined pursuant to Section 18 of Republic Act No. 8491, or the Flag and Heraldic Code of the Philippines. Thus, all Division office personnel shall report on or before 8:00 a.m. every first working day of the week to attend the Flag Raising ceremony.
6. This memorandum shall take effect immediately.
7. Immediate dissemination of this Memorandum to all concerned is desired.


FEDERICO P. MARTIN, EdD, C.EdD, CESO V
Schools Division Superintendent

